

**CITY OF AUBURN
EVENT/BLOCK PARTY
APPLICATION
(\$50.00 Application Fee)**

1. Event Applications will need to be submitted six (6) weeks prior to an event.
2. Be as specific as possible in the description so that we have the best understanding of your event. Also, be clear as to what you need provided by the City.
3. **Event Application Fee \$50.00 (waived if permit is issued).** The application fee is due at time of submission of the application and is non-refundable.
4. **Event Fee \$300.00.** The event fee is due when permit is issued and is non-refundable.
5. If Security Officers are needed and the event is cancelled more than two (2) hours prior to start time, **officers will be paid for one (1) hour.** If the event is cancelled two (2) hours or less prior to start time, **officers will be paid for two (2) hours.**
6. For City Sponsored events all financial records shall be available upon request for inspection by City Officials. The event coordinator will provide a financial summary to the City within 30 days of the completion of the event detailing total income and expenses broken out into functional categories. Functional categories shall include but are not limited to wages and benefits, operating supplies, operating services and donations.
7. Fire hydrants, cross streets/alleys and store fronts shall not be blocked by any vehicle or concession at any time.
8. A 20' emergency vehicle safety lane must be maintained at all times.
9. Fuel containers must be of an approved type and must be properly secured.
10. Deep fryers must be approved. Commercial types require a type "k" portable fire extinguisher.
11. All food vendors must have a type ABC fire extinguisher inspected within the past year. A valid Cayuga County Health Department permit must be displayed by each food vendor.
12. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers.
13. City sign ordinances shall be complied with at all times and in all regards unless otherwise approved.
14. No paint or other markings may be placed on the street surface.
15. Upon approval of your event, a Certificate of Liability Insurance in an amount of at least \$1,000,000 naming the City of Auburn as additional insured and referencing the date and location of your event must be provided. A copy of the Liquor License needs to be provided if the event is serving alcoholic beverages. A Hold Harmless Agreement is also mandatory, available at the City Manager's Office, Department of Public Works or online at www.auburnny.gov

CHECKLIST:

1. Event Application ____
2. Application Fee ____
3. Certificate of Insurance ____
4. Copy of Liquor License ____
5. Hold Harmless Agreement ____
6. Other ____



City of Auburn
24 South Street
Auburn, New York 13021
(315) 255-4146

Event Application

(\$50.00 Application Fee)

(The City of Auburn has the authority to void any event permit that is not abiding by the Supplemental Conditions of the permit issued.)

Name of Renter/Sponsor/Organization/Promotor

Type/Name of Event

Date & Time of Event

CONTACT INFORMATION:

Contact Name

Mailing Address

E-Mail Address

Phone Number

EVENT DAY CONTACT INFORMATION:

Name:

Phone Number (cellphone)

City Sponsored Events only: I agree that all financial records shall be available upon request for inspection by City Officials. I agree to provide a financial summary to the City within 30 days of the completion of the event detailing total income and expenses broken out into functional categories. Functional categories shall include but are not limited to wages and benefits, operating supplies, operating services and donations.

Signature of Responsible Party

Date

EVENT INFORMATION: (Event Fee \$300.00 per day plus Cleaning Deposit \$300.00 refundable)

Set-Up Date Requested

Time Requested

Tear Down Date Requested

Time Requested

Set-Up Date Requested

Time Requested

Tear Down Date Requested

Time Requested

PLEASE LIST ALL DATES/TIMES AND CROWD INFORMATION BELOW:

Date	Start Time	End Time	Estimated Crowd Size	#of Vendors/Displays

WILL THE EVENT INCLUDE:

Parade: () Yes () No (Map of desired route must be attached)
Run or Walk: () Yes () No (Map of desired route must be attached)
Music: () Yes () No **If Yes:** () Band () Recording/DJ
(Site drawing of stage or DJ location must be attached)
Street Closure(s): () Yes () No (Map of closed streets and drop location of barricades)
Will there be an admission charge for event: () Yes () No
Other: () Yes () No **Describe:** _____

Fireworks or Hazardous Materials? () Yes () No **Carnival or Amusement Rides?** () Yes () No
(please provide a copy of their Certificate of Insurance)

Name of Company Providing Above

Company Contact/Representative

Phone Number

Will there be alcohol at your event? () Yes () No
Type of alcoholic beverage to be served: *if yes, complete the following:* () Wine () Beer

Will you be providing alcohol to your group or the public? () Yes () No (Insurance certificate **WILL BE** required.)

Will you be selling alcohol to your group or the public? () Yes () No (Insurance certificate **WILL BE** required.)

Will people be permitted to bring their own alcohol to this event? () Yes () No (Insurance certificate **WILL BE** required)

Will you need an Open Container Waiver Letter? () Yes () No
(Open Container Letter Fee \$50.00)

Who will be applying to the NYS Liquor Authority for the permit to sell?

Name: _____ **Contact #:** _____

List organizations/businesses that will be participating in event that will require the Open Container Waiver letter:

Applicant is responsible for hiring security through the Auburn Police Department, Traffic Officer, (315)255-4712. *If you are contracting with a group to sell/provide alcohol during your event on City property, separate insurance is required from Liquor legal in addition to your insurance.

ELECTRIC: (Electrical Hook-Up \$20.00)

Will electric be needed for the event? () Yes () No

What will you be providing electric to?

Will generators be used? () Yes () No (site drawing indicating placement/location of generator required)
If Yes: Size of generator(s) _____ Fuel Source: () Gas () Diesel () Propane

TENTS/CANOPIES:

Will tents/canopies or other membrane structures be erected at event? () Yes () No

Will a bounce house or other air supported structures be erected at event? () Yes () No

Please list size(s) of tents/canopies or other temporary structures erected:

Anchoring into pavement is prohibited.

If anchoring into grass or soil areas, please contact NYS Dig Safe at 1-800-962-7962 or 811

To set up inspection for electric and tent certificate call the Fire Department at 253-4031

STREET CLOSURES:

Any event requiring a street closure requires 30 day advanced notice.

Will any street(s) need to be closed for the event? () Yes () No

Street to be closed

Cross street

& _____
Cross street

Street to be closed

Cross street

& _____
Cross street

Street to be closed

Cross street

& _____
Cross street

Will street barricades be requested from the City? () Yes () No How many? _____

Will traffic cones be requested from the City? () Yes () No How many? _____

(Drop off locations for requested items must be identified on the site drawing)

Banners/signs/other decorations are not to be attached to street barricades, traffic cones, light poles, or any other City property

DISPOSAL OF GARBAGE:

Will you need the City to dispose of the garbage? () Yes () No

(Garbage collection \$250.00 and must be bagged in clear bags not exceeding 50 lbs/each and left at a predetermined location)

Will you need garbage cans? () Yes () No

(Garbage can rental \$10.00/each)

POLICE: Final determination for number of police officers and utilization will be at the discretion of the Auburn Police Department. If Security Officers are needed and the event is cancelled more than two (2) hours prior to start time, **officers will be paid for one (1) hour.** If the event is cancelled two (2) hours or less prior to start time, **officers will be paid for two (2) hours.**

**SPECIAL EVENT APPLICATION
Department Approval Summary**

FOR OFFICIAL CITY USE ONLY

<u>Department Recommendations:</u>	Approved	Denied	Additional Costs	Dept. Initials
City Manager <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____
DPW <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____
Fire Dept. <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____
Police Dept. <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____
<i>If recommendation is denied, please attach a brief explanation</i>				

Date Received:

1. Certificate of Insurance _____
2. Copy of Liquor License _____
3. Hold Harmless Agreement _____
4. Open Container Waiver _____
5. Other _____

City Sponsored Event: _____

Application Fee: _____

Event Fee: _____

Payment type: Cash: _____ **Check #:** _____

FOR OFFICE USE ONLY	
_____ City Manager's Approval	Copy to Codes: _____ <div style="text-align: right;">Date</div>
_____ <div style="text-align: center;">Date</div>	Copy to Clerk: _____ <div style="text-align: right;">Date</div>

CITY OF AUBURN
STREET CLOSING PETITION

LOCATION OF EVENT: _____

PURPOSE OF EVENT: _____

DATE OF EVENT: _____ RAIN DATE: _____ TIME OF EVENT: _____

NEIGHBORHOOD PETITION: (THE EVENT COORDINATOR WILL NOTIFY ALL AFFECTED RESIDENTS AND PROPERTY OWNERS WILL BE NOTIFIED)

APPROVAL OF A REQUEST FOR STREET CLOSING WILL BE GREATLY FACILITATED IF ACCOMPANIED BY A PETITION BEARING THE SIGNATURES OF ALL RESIDENTS AND BUSINESSES ON THE BLOCK(S) TO BE CLOSED. THE STREET CLOSING APPLICATION CAN ONLY BE APPROVED WHEN **ALL** RESIDENTS AND BUSINESSES HAVE BEEN NOTIFIED.

<i>Name (Business)/Title</i>	<i>Address/Business Address</i>	<i>Signature/Business Owner or Manager</i>	<i>Date Notified</i> <small>(signed or not signed)</small>

Please provide extra copies of this petition if needed,